

Important Information!

HOW TO USE YOUR



GREEN KEY and TOURIST GREEN KEY CARD

STEVE LEVY
County Executive



A MESSAGE FROM COUNTY EXECUTIVE STEVE LEVY



Dear Suffolk Resident:

The Suffolk County Department of Parks, Recreation and Conservation manages over 48,000 acres of parkland. Each park facility provides a variety of recreational opportunities and its own unique setting for all to enjoy.

With the Suffolk County Parks Green Key card residents will pay reduced fees for parking, and other park activities and will have access to the automated golf and campground reservation system.

I invite you to explore and enjoy our County parks. You will agree they are an important part of the quality of life we enjoy in Suffolk.

For Park Information, call (631) 854-4949

Monday — Friday, 8:30 a.m. to 4:30 p.m.

For Emergencies, call 911

Green Key/Tourist Key

GREEN KEY: This card identifies the holder as a Suffolk County resident and insures reduced fees for park activities. Green key cards are required to access the automated golf and camping reservation system. The Green Key Card can be purchased at Golf Pro Shops, Active Parks, or the Administration Office in West Sayville and is *valid for three years from the date of purchase*.

SEASONAL RESIDENT GREEN KEY: This card may be purchased at Golf Pro Shops or the Parks Administration Office and will allow the user resident privileges during their seasonal stay in Suffolk County. This card is valid until Dec. 31st of the year it is purchased. A certified residential rental or lease agreement for a minimum of 90 days must be provided at time of purchase as proof of seasonal residency.

HANDICAPPED GREEN KEY CARD: This card may be purchased by residents of Suffolk County who qualify as a Disabled Person. Eligible individuals are required to provide a Suffolk County Office of Handicapped Services Identification Card, or a New York State Parks Handicapped Access Pass. In order to receive handicapped discounts for park activities or fees, the person whose name appears on the green key card must be present during each transaction.

VOLUNTEER FIREFIGHTER / EMT CARD: A "Volunteer" Green Key Cards may be obtained by Suffolk County residents after proof of "ACTIVE" Volunteer Service is provided. If Volunteer ID card does not show expiration date, volunteer is required to provide letter from Chief on Department letterhead stating the Volunteer's active status. A Suffolk County Parks Volunteer Form, signed by the Chief will be accepted in lieu of a letter. Volunteer must be present to receive discount for park activities or fees.

TOURIST GREEN KEY: Non-residents may purchase a Tourist Green Key card allowing access to golf and camping reservation systems on a limited basis - tourist rates apply. The Tourist Green Key can be purchased in person at Golf Pro Shops, or the West Sayville Administration Office, and can also be purchased via mail or phone (631) 854-4949 (M-F 8:30 - 4:30 pm). The Tourist Green Key Card is *valid for one year from the date of purchase*.

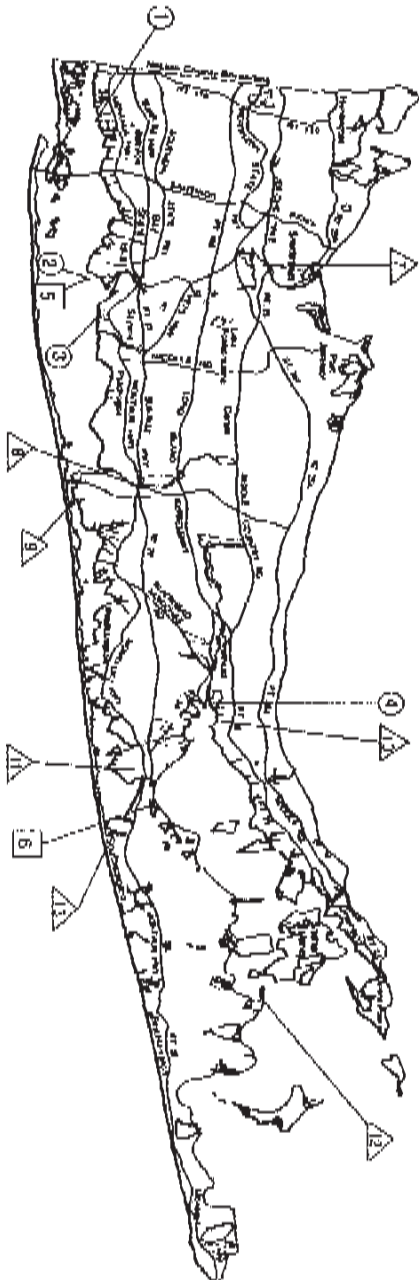
****ALL DISCOUNTS are NON-TRANSFERABLE, and can only be received by person whose name appears on the discount card. ****

www.suffolkcountyny.gov

- 1 - BERGEN POINT COUNTRY CLUB
- 2 - TIMBER POINT COUNTRY CLUB
- 3 - WEST SAYVILLE COUNTRY CLUB
- 4 - INDIAN ISLAND COUNTRY CLUB

- 5 - TIMBER POINT MARINA
- 6 - SHINNEDOCK MARINA
- 7 - REYDENEURGH CAMPGROUND
- 8 - SOUTHAVEN CAMPGROUND

- 9 - SMITH POINT CAMPGROUND
- 10 - INDIAN ISLAND CAMPGROUND
- 11 - SEARS BELLOWS CAMPGROUND
- 12 - CEDAR POINT CAMPGROUND
- 13 - SHINNEDOCK EAST



Green Key/Tourist Key

GREEN KEY USE: Green Keys may also be used by a spouse for family activities such as camping. Individual activities such as golf, require individual cards and are not transferable. Proof of residency is required to purchase a GreenKey. There is a fee to replace a lost/damaged key. If you suspect unauthorized use, or need information call 854-4961.

GREEN KEY CARD FOR ACTIVITY PERMITS

If green key card expires within six month of the purchase of any annual permit (Outer Beach, Horse Permit, Hunting Permit, etc.), you must renew your green key card when purchasing the permit. New expiration date will reflect months remaining on old card, plus three years.

TEMPORARY GREEN KEY CARD

When purchasing your green key card, a temporary card is given to you upon purchase to use until your permanent card is mailed. The temporary green key card will expire 90 days from the purchase date.

USING THE PARK INFORMATION AND RESERVATION SYSTEM

IT'S AS EASY AS 1-2-3

USE THE INTERNET or ANY TOUCH TONE PHONE!

TELEPHONE — Just dial **244-PARK (7275)** (*Activate the functions by using the keys on your phone*)

• General park information and beach hotline
(*Program schedules and activities*) **Press 1**

• Making Reservations **Press 2**

Follow the prompts! Enter your key number and expiration date. Answer questions by using the keys on your phone to make golf or camping reservations.

• Special Events **Press 3**
• Return to Main Menu **Press *** (star sign)
• End Your Call **Press #** (pound sign)

INTERNET — www.suffolkcountyny.gov

• General park information and events

• Camping and Golf Reservations

Click on the Golf and Camping Reservation button and follow step-by-step instructions on each screen.

Golf Reservation System

Only Green Key or Tourist Green Key holders are permitted to make a reservation. Reservations can be made for a party of one to four players. A key holder can only make one reservation for any given day.

**FOR RESERVATIONS, Call 244-PARK (7275) or
reserve on-line at www.suffolkcountyny.gov**

The computer will prompt you through the reservation system. Just identify your key number and enter the month or day of the expiration date. Use the keys on your phone or keyboard to respond to all questions.

AVAILABILITY

Green Key holders — Seven days in advance.

Tourist Green Key holders — Three days in advance.

Reservations for a new day will begin at 6:00 p.m.! (*For example: 6:00 p.m. on a Saturday is the earliest opportunity to reserve for the following Saturday.*)

Each night, beginning at 6:00 p.m., there will be a 15 minute “Speed Reservation” period. During this period, only new reservations will be processed by the system and only one reservation per phone call will be permitted. Reservations will be accepted until 12:00 a.m. of the same day of play. Same day reservations are permitted. Call Pro Shops for further information.

CHECK-IN

All members of the reserved party must check-in 1 hour prior to the reserved tee time. The fee will be \$3.00 for each reserved player. The reserving Key holder is responsible for payment for any of the reserved players who do not show up. Fees will be collected at check-in.

All members of the party will be checked in by computer. A player must be in possession of a valid Green Key and Photo I.D. to qualify for the Suffolk County resident discount rate, otherwise tourist rates will apply.

CANCELLATION

Reservations may be canceled/adjusted within 48 hours of making reservation. If not canceled, a \$1.00 per player fee will be charged. Adjustments and cancellations are permitted until 8:45 p.m. of the day prior to play.

NO-SHOWS

If the reserving Green Key holder does not cancel/check-in one hour prior to tee time, he/she will be considered a no-show. If a Key holder is flagged as a no-show, a \$5.00 per player no-show fee will be charged and must be paid before the green key cardholder can play.

Camping Reservation System

Only Green Key holders are permitted to make a reservation. Between May 15 and October 15, reservations must be for a minimum of four nights. (Smith Point - minimum of two nights Mon. - Wed. only). Before May 15 and after Oct. 15, the minimum is two nights. Tourist Green Key holders may reserve throughout the season for one week maximum, except for Memorial Day, July 4th, Labor Day and Columbus Day weekends.

CAMPING SEASON

Campers may make reservations from seven (7) days to 180 days in advance of their planned stay. Camping is limited to seven (7) nights maximum.* A camper who wishes to stay up to two weeks in the same campground may do so, but only through the camping reservation system, except at Smith Point Park (7 night maximum). The second site is charged at the tourist rate. A camper staying four (4) nights or more may not return to the same park for a period of seven (7) nights from the time of check-out. A Camper staying one to three (1 to 3) nights, may not return for two (2) nights. ***At Smith Point total maximum stay will include outer beach camping as well as inland camping.** You may select your own check-in and departure dates (four night minimum). Campers may select a specific site or have one assigned by the reservation system.

CANCELLATION

There will be a \$5 telephone processing fee if a reservation is not canceled within 24 hours of the time it is made. Reservations may be canceled no later than 15 days in advance of the check-in date. If the reservation is canceled within two weeks of the check-in date, there will be a \$15 charge which must be paid or all Green Key privileges will be suspended. Once a site is canceled, **IT WILL NOT BECOME IMMEDIATELY AVAILABLE FOR RE-BOOKING.** The reservation system will make the site available at a random time between 12 to 24 hours after the reservation is canceled.

CHECK-IN/PAYMENT

Campers may check in beginning at 8:00 am or immediately after registration if site is available (except Smith Point, reservation check-ins will be processed after 4:00 pm - NO SOONER). Check-in for No-Show sites at Smith Point will begin at 8:00 am. Sites must be vacated no later than 4:00 pm except Smith Point (in-season 12:00 pm, off-season 4:00 pm on the last day of stay). Campers must check-out with park attendant. **SMITH POINT CAMPERS: *If camper does not check-out and remove all equipment from campsite by designated time, they will incur a \$25 “late check-out fee”, their green key card will be suspended and all current reservations will be canceled.*** Full payment is required at check-in.

NO-SHOWS

If a reservation is not canceled and a Green Key holder does not check in by the prescribed time, they will be considered a no -show. The penalty is a surcharge and suspension of your Key until a \$25 payment is made. Campers will have until 9:00 pm of the check-in day to pay for reserved site in its entirety. Credit Cards via phone will be accepted as payment. Once payment is made, the site is theirs for the duration of their stay whether the site is occupied or not. If campsite is not paid for, the site will become available on a first-come, first-served basis at 8:00 am the next morning. Reservation campers who have paid for their site do not have to set-up right away. Walk-on campers must set site up immediately after check-in.

MARINA RESERVATIONS

Transient boaters who wish to reserve a slip in the Timber Point East County Marina in Great River or the Shinnecock County Marina in Hampton Bays, should call 854-4952 (weekdays) or Timber Point at 854-0938 (weekends). Reservation fee: \$5.00 (in addition to slip fees).